



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

NAME OF ADMINISTRATIVE STAFF: JOVELYN G. JACOBE

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.430
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.94	30%	1.482
TOTAL NUMERICAL RATING			4.912

TOTAL NUMERICAL RATING: 4.91

Add: Additional Approved points, if any: _____

TOTAL NUMERICAL RATING: 4.91

ADJECTIVAL RATING: OUTSTANDING

Prepared by:

JOVELYN G. JACOBE
Name of Staff

Reviewed by:

ROMEL B. ARMECIN
NARC, Director

Recommending Approval:

ROMEL B. ARMECIN
NARC, Director

Approved:

MARIA JULIET C. CENIZA
Vice- President of R, E & I 1/19/20

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte, Philippines

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOVELYN G. JACOBE**, **Science Research Assistant** of the **National Abaca Research Center-Visayas State University** commits to deliver to be rated on the attainment of the following accomplishments in accordance with the and agree indicated measures for the period **July 2022** to **December 2022**.

JOVELYN G. JACOBE

Recommending Approval: **LUZ O. MORENO**

Approved: **ROMEL B. ARMECIN**

Ratee

Project/Study Leader

Head of Unit

Date:

Date:

Date:

MFO & Performance Indicators (PI)	Success Indicators	Task Assigned	Target	Actual Accomplishments	RATING				Remarks
					Q ¹	E ²	T ³	A ⁴	
MFO1: Research and Extension Support		Research: At least 90% of total tasks							
Services	Number of accessions characterized for fiber physical and chemical properties and In vitro conservation	Characterizes accessions on their fiber physical and chemical	4	10	5	5	5	5	
	Number of fiber samples prepared for characterization and analysis	Prepares fiber sample for characterizat on and analyse	6	10	5	5	5	5	
	Number of hours spent in encoding, analyzing and consolidating data	Encodes, consolidates, analyzes data, and select promising accessions	100	120	4	5	5	4.67	
	Number of reports prepared	Prepares research reports	1	2	5	5	5	5	
Others		Others: At least 10% of total tasks							
	Number of center-based committee membership assignments	Perform center committee membership assignments	1	1	4	5	5	4.67	
	No. of suckers inoculated		75	325	5	5	5	5	
	No. of cultures transferred and micropagated		400	1000	5	5	5	5	
	No. of culture bottles/medium prepared		750	1000	5	5	5	5	
	No. of liters of medium prepared and dispersed		150	155	4	5	5	4.67	
	No. of accessions inoculated		50	60	5	5	5	5	
Total Over-all Rating	(with copy of approval)							4.901	
	Ave. Rating (Total Over-all rating)			4.901					Comments & Recommendations for Development Purposes: Needs less supervision. Must proceed to graduate study.
	Additional Points:								
	Punctuality	-							
	Approved Additional points	-							
	(with copy of approval)								

FINAL RATING			4.90	
ADJECTIVAL RATING			OUTSTANDING	

Evaluated and Rated by:

Recommending Approval:

Approved by:

ROMEL B. ARMECIN
 Director
 Date: _____

ROSA OPHELIA D. VELARDE
 Director for Research
 Date: 12/22/22

MARIA JULIET C. CENIZA
 Vice President for RE & I
 Date: _____

Exhibit I

PERFORMANCE MONITORINGName of Employee: **JOVELYN G. JACOB**


Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation	
MFO1: Research and Extension Support Services (Research: At least 90% of total tasks)									
1	No. of accessions characterized for fiber physical and chemical properties and <i>In vitro</i> conservation	4	By quarterly (as per harvest schedule)		10	Very Impressive	O	Needs less supervision. Must proceed graduate study.	
2	No. of fiber samples prepared for characterization and analysis	8	Oct. 1 2022	Dec. 31, 2022	10	Very Impressive	O		
3	No. of hours spent in encoding, analyzing and consolidating	100	Nov. 15, 2022	Dec. 31, 2022	120	Very Impressive	O		
4	No. of reports prepared	1	Dec. 1, 2022	Dec. 15, 2022	2	Very Impressive	O		
Others: (at least 10% of total tasks)									
5	No. of center-based committee membership assignments	1	As assigned		1	Very Impressive	O		
6	No. of suckers inoculated	75	Monthly		325	Very Impressive	O		
7	No. of cultures transferred and micropropagated	400	Monthly		1000	Very Impressive	O		
8	No. of culture bottles/medium prepared	750	Monthly		1000	Very Impressive	O		

9	No. of liters of medium prepared and dispensed	150	Monthly	155	Very Impressive	O	
10	No. of accessions inoculated	50	As per request	60	Very Impressive	O	

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


LUZ O. MORENO
 Study leader



"Exhibit O"

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July 1 to December 31, 2022

Name of Staff: JOVELYN G. JACOB Position: Science Research Assistant

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements


A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Total Score		55				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1	
Total Score		84.0				
Average Score		4.94				

Overall recommendation : OUTSTANDING


LUZ O. MORENO
 Proj./Study Leader

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOVELYN G. JACOB**
Performance Rating: **OUTSTANDING**

Signature: 

Aim: **Efficient and effective implementation of research activities.**

Proposed Interventions to Improve Performance:

Date: July 1, 2022 Target Date: December 31, 2022

First Step:

1. Prepare periodic plan of activities and targets on "fiber characterization (e.g. physical, chemical and pulping"
2. Implement plan of activities based on timeline and targets.
3. Regular updates and evaluation of activities

Result:

1. Objectives of research attained by target date and expected outputs.

Date: January 1, 2023 Target Date: June 30, 2023

Next Step:

1. Prepare required reports and data as requested or requested by higher authorities.
2. Assist in the *in vitro* multiplication of abaca planting materials.

Outcome:

1. Efficient and effective research implementation.
2. Availability of tissue-cultured abaca planting materials.

Final Step/Recommendation:

- Needs less supervision. Must proceed graduate study.

Prepared by:


LUZ O. MORENO
Project Leader